

Appendix J

Year One Annual Report Materials
County of Monterey

1. PUBLIC EDUCATION AND OUTREACH

All information pertaining to this Minimum Control Measure is contained in Appendix A.

2. PUBLIC INVOLVEMENT AND PARTICIPATION

Much of the work involved in carrying out the BMPs and meeting the Measurable Goals for this Minimum Control Measure was carried out as a group activity of the eight co-permittees, and is reported on in Appendix B. Only the information that is specific to this entity for certain of the BMPs and Measurable Goals is reported below in this Section. These BMPs and Measurable Goals are highlighted in **boldface** and with an asterisk in the tables below.

Status of BMPs and Implementation Plans

<i>BMP Description</i>	<i>BMP No.</i>	<i>Implementation Plan</i>	<i>Status</i>					
			<i>Im ple men ted</i>	<i>Not Ap pli cable</i>	<i>Mod ified</i>	<i>Eff ective</i>	<i>Un known</i>	<i>Not Eff ective</i>
Encourage general public participation in programs and activities designed to promote understanding and awareness of storm water pollution, such as cleanup events and restoration activities. (See pages E-23 through E-29 of Appendix E of the MRSWMP for the Public Participation and Involvement Program)	2-1.a	Draft annual report will be posted on the website and in city offices for review by public one month prior to Annual Workshop No. 2	X					
	2-2.a*	Provide financial sponsorship support for Annual Coastal Cleanup Day in Monterey County or other local beach clean up efforts.	X					
	2-2.b*	Recruit volunteers through municipal employee base and through advertising for Annual Coastal Clean Up Day or other local clean up efforts.	X					
	2-2.c*	Provide support for, or assistance with, storm drain stenciling through providing supplies, volunteer recruitment, and staff labor.	X					
	2-2.d	Provide financial support for, or assistance with, volunteer monitoring programs and public participation events such as: Urban Watch, First Flush, Snapshot Day, and Walk N' Talk Days	X					
Become an active participant in the Citizen Water Quality Monitoring Network (See pages E-23 through E-29 of Appendix E of the MRSWMP for the Public Participation and Involvement Program)	2-3.a	A representative from the MRSWMP group will become an active participant in the Citizen Water Quality Monitoring Network.	X					

Status of Measurable Goals

<i>BMP No.</i>	<i>Measurable Goal</i>	<i>Completed</i>	<i>Not Completed</i>	<i>Not Applicable</i>	<i>Comments</i>
2-1.a	All written public comments submitted and notes taken at workshop will be considered for inclusion in the annual report and kept on file.	X			
2-1.b	40 participants per workshop	X			
2-1.c	40 participants per workshop	X			
2-2.a	Annual financial sponsorship of up to \$500 to cover expenses not covered by sponsors.	X			
2-2.a*	Provide staffing that amounts to 40 hours for coordinating this event.	X			The County's Storm Water Program Manager, Elizabeth Krafft, referred potential volunteers to the coordinator of this event, Jill Poudrette of the California Department of Parks and Recreation, to assist with the event's activities within or close to the County areas covered by the MRSWMP.
2-2.b*	Each permit holder to recruit volunteers through two separate agency channels; e.g. email, paycheck stuffers, internal newsletters, etc. Track recruitment efforts, coordination support and financial support, and track number of participants and volume of waste collected and report this information in the Annual Reports for the indicated years.	X			The County used e-mail to recruit Coastal Cleanup Day volunteers for Year 1. Due to County policies it was not possible to utilize paycheck stuffers. Permission is being sought to utilize paycheck stuffers in Year 2. A description of the results of these efforts is provided at the end of this Appendix. An overall report on the success of the event is included in Appendix B.
	Air radio advertising before the event to encourage public participation	X			

<i>BMP No.</i>	<i>Measurable Goal</i>	<i>Completed</i>	<i>Not Completed</i>	<i>Not Applicable</i>	<i>Comments</i>
2-2.c	Utilization of 100 hours of staff time through “Save the Whales” nonprofit organization to recruit college and civic organizations for stenciling events.	X			
2-2.c*	Provide stenciling equipment, supplies, and maps of inlets to be stenciled, and complete a minimum of 300 drains and tabulate areas stenciled. Percent of all entities completed per year will be approximately 5-10%.	X			Monterey County Public Works coordinated with the MRSWMP’s Public Education and Outreach Program Coordinator to carry out the storm drain stenciling. Markers were placed at 80 storm drains in the County and approximately 80 additional drains were stenciled in the Carmel Valley area. A summary of the stenciling work that was done is included at the end of this Appendix.
2-2.d	Provide \$13,000 annual contribution for Urban Watch for professional staffing, equipment, lab analysis, and report writing.	X			
	Provide \$1,500 annually for Urban Watch for print ads to recruit volunteers.	X			
	Provide \$3,000 annual contribution for First Flush for professional staffing, equipment, lab analysis, and report writing.	X			
	Purchase \$7,000 annually for radio ads to promote participation in First Flush	X			
	Provide \$1,500 annually for First Flush for print ads to recruit volunteers.	X			
	Provide \$1,000 annual contribution for Snapshot Day for professional staffing, equipment, lab analysis, and report writing.	X			
	Provide \$500 annually for Snap Shot Day for print ads to recruit volunteers.	X			

<i>BMP No.</i>	<i>Measurable Goal</i>	<i>Completed</i>	<i>Not Completed</i>	<i>Not Applicable</i>	<i>Comments</i>
2-2.d (cont'd)	Provide \$300 to \$500 annually for Walk N' Talk to garner public participation and a co-host representative for each event.	X			
	Year 1: Based on existing scientific studies and data identify with specificity the geographic areas within the jurisdiction of each municipality that are sources of pollution, including T. Gondii, and other pathogens, impacting California sea otters and results included in the Annual Report; Year 2: Create and implement a program to reduce and eliminate the sources of pollution identified as impacting sea otters. The program and implementation will be described in the Annual Report.	X			
2-3.a	100% of monitoring network meetings to be attended annually by member of MRSWMP group.	X			

3. ILLICIT DISCHARGE DETECTION AND ELIMINATION

Status of BMPs and Implementation Plans

<i>BMP Description</i>	<i>BMP No.</i>	<i>Implementation Plan</i>	<i>Status</i>					
			<i>Im ple men ted</i>	<i>Not Ap pli cable</i>	<i>Mod ified</i>	<i>Eff ective</i>	<i>Un known</i>	<i>Not Eff ective</i>
Create a unified place for public to call in potential illicit discharges	3-1.a	Enter into an agreement with “911 Earth” to use their 1-800-CLEANUP hotline for the public to report illicit discharges by zip code	X				X	
	3-1.b	Advertise 1-800-CLEANUP call-in number on MRSWMP generated-media and educational materials	X				X	
	3-1.c	Using the protocol contained on pages E-30 through E-33 of Appendix E of the MRSWMP, investigate and take appropriate action on each report of illicit discharge that is received.			X			
Storm water system mapping	3-2.a	Complete preparation of the storm drain system map contained on pages E-34 through E-36 of Appendix E of the MRSWMP, showing the location of all outfalls discharging to waters of the state and other MS4s that receive discharges from those outfalls	X			X		
Implement and maintain a program to detect and eliminate illicit connections and/or discharges; i.e., sewer overflows, fluid dumping in catch basins etc.	3-3.a	Using the training materials contained on pages F-2 through F-7 of Appendix F of the MRSWMP, train inspection personnel and other municipal staff, and obtain resources necessary to inspect businesses.	X			X		
Implement and maintain a program to detect and eliminate illicit connections and/or discharges; i.e., sewer overflows, fluid dumping in catch basins etc.	3-3.b	Using the inventory of businesses to be inspected and the inspection checklists contained on pages E-37 through E-77 of Appendix E of the MRSWMP, prioritize the businesses to be inspected, and perform compliance inspections on these businesses to identify illicit connections and illegal discharges. Discharges to Environmentally Sensitive Areas, discharges to Areas of Special Biological Significance, restaurants/fast food chains, auto repair shops, and gas stations will receive top prioritization in scheduling these inspections.			X			

BMP Description	BMP No.	Implementation Plan	Status					
			Im ple men ted	Not Ap plic able	Mod ified	Eff ective	Un known	Not Eff ective
	3-3.c	Create hotline for public reporting of illicit connections	X				X	
Implement and maintain a program to detect and eliminate illicit connections and/or discharges; i.e., sewer overflows, fluid dumping in catch basins etc.	3-3.d	Using the protocol contained on pages E-78 through E-79 and E-95 through E-98 of in Appendix E of the MRSWMP, take action as necessary to eliminate 100% of the illicit connections and illegal discharges that are identified in this year			X			
Adopt an ordinance with standards for storm water pollution prevention. Ordinance to include definitions of illegal disposal activities, including requirements pertaining to mat wash downs, hood cleaning, etc., and requiring firms to notify Public Works of all such cleaning activities, with penalties for violations. Ordinance will also outline responsibility for any clean up determined necessary.	3-4.a	Using the guidance document and model ordinance contained on pages E-80 through E-98 of Appendix E of the MRSWMP, each Participating Entity will adopt a storm water ordinance revised to be specific to each entity's needs through appropriate governing body procedures.			X			

<i>BMP Description</i>	<i>BMP No.</i>	<i>Implementation Plan</i>	<i>Status</i>					
			<i>Im ple men ted</i>	<i>Not Ap plic able</i>	<i>Mod ified</i>	<i>Eff ective</i>	<i>Un known</i>	<i>Not Eff ective</i>
Implement a permit boundary-wide education program addressing the negative effects on water quality through illegal discharges, improper waste disposal and other non-storm water discharges.	3-6.a	This is included in the Public Education and Outreach Program contained on pages E-1 through E-23 of Appendix E of the MRSWMP.	X			X		

Status of Measurable Goals

<i>BMP No.</i>	<i>Measurable Goal</i>	<i>Completed</i>	<i>Not Completed</i>	<i>Not Applicable</i>	<i>Comments</i>
3-1.a	Date agreement was executed	X			Earth 911, the organization that operates the 1-800-CLEANUP hotline system, does not use a written agreement, but simply activates an entity's hot line voice prompts on its call-in system based on information provided by the entity via email. The system was activated with the County's voice prompt information in February 2007, and has been continuously active ever since.
3-1.b	Advertised on a minimum of 8 different media pieces: 4 in English, 4 in Spanish	X			See Appendix A for information regarding this BMP, which was performed by the eight co-permittees as a group activity.
3-1.c	100% of all reports of illicit discharge investigated and report on outcome of each case in the form of "closed", "ongoing enforcement", or "still investigating source".	X			Monterey County Environmental Health responds to reports of illicit discharge. Discharges are stopped and clean-up supervised. Enforcement actions are taken when the incident is determined to be significant, intentional and/or potentially criminal.

<i>BMP No.</i>	<i>Measurable Goal</i>	<i>Completed</i>	<i>Not Completed</i>	<i>Not Applicable</i>	<i>Comments</i>
3-2.a	Each Participating Entity to complete its mapping by end of Year 1, except Monterey County which will complete its mapping by end of Year 3	X			Progress is being made toward completing the County's mapping work. The County expects to complete this work by the end of Permit Year 3. Completed maps are included at the end of this Appendix.
3-3.a	Sufficient personnel trained and prepared to perform inspections beginning in Year Two	X			The County will have its business inspections performed by the County's Division of Environmental Health. The following members of that Division attended the training for this BMP: Mark Holt, Monica Baigorri, Marty Houston, Laurie Slaten, Jerome Okuwe, Israel Chavira, Lourdes Bosquez, Bruce Weldon, Kelly Berg, Roger Benetti, Patrick Mauri, Janice Jones, Nicole Muniz, Robert Fernandez, Cory Welch, Sandra Taurac, Howard Tsuchiya, and Eileen Woodbury. The training session was put on as a group activity by the eight co-permittees on May 22, 2007. Also attending the training session were a number of personnel from Monterey County Health Department, which the County will be using to perform its business inspections. The trainer, Mr. Robert Ketley, provided a comprehensive training program covering all of the subject areas necessary to carry out the inspections required under this BMP. A description of the training program is contained in the body of the MRSWMP Annual Report document.
3-3.b	Minimum of 100% of inventoried businesses inspected by the end of the permit term.	X			On going implementation. Currently Monterey County inspectors discuss stormwater issues and provide education and information to businesses during inspections. With the passage of the stormwater ordinance in Year 2, these inspections will include focused stormwater activities.
3-3.c	See BMP 3-1.a	X			See comments under the Measurable Goal for BMP 3-1.a.

BMP No.	Measurable Goal	Completed	Not Completed	Not Applicable	Comments
3-3.d	100% of all reports of illicit connections and illegal discharges investigated and report on outcome of each case in the form of “closed”, “ongoing enforcement”, or “still investigating source”.	X			Using existing laws and ordinances, all reports were tracked and followed up on using the procedures described in Appendix E of the MRSWMP.
3-4.a	Date ordinance implemented (implemented within 3 months of permit coverage for all entities except Monterey County, which will implement within 6 months of permit coverage)		X		The County is in the process of adopting a stormwater ordinance. The model ordinance has been revised several times to meet the needs of each department/agency that will share in the implementation of the ordinance. While the county has not yet adopted a stormwater ordinance, there are existing ordinances and laws in place for grading activities and discharges to waterways that are protective of water quality. The stormwater ordinance will be adopted in Permit Year 2.
3-6.a	Summary of methods used to educate the public about the impacts of illegal discharges and improper waste disposal to be included in the Annual Reports.	X			See Appendix A for information regarding this BMP, which was performed by the eight co-permittees as a group activity.

Issue	This Reporting Period	Previous Reporting Period	Comments (such as type/source, geographic location, time, etc.)
How many non-storm water discharges were detected during the reporting year	4	N/A	Within the unincorporated urbanized area of Monterey County during FY 07. 1 sewage, 2 hazardous materials
How many of these were “illicit” (i.e. not authorized)?	4	N/A	
How many illicit dischargers were fined or otherwise penalized?	0	N/A	

4. CONSTRUCTION SITE STORM WATER CONTROL

Status of BMPs and Implementation Plans

<i>BMP Description</i>	<i>BMP No.</i>	<i>Implementation Plan</i>	<i>Status</i>					
			<i>Im ple men ted</i>	<i>Not Ap pli cable</i>	<i>Mod ified</i>	<i>Eff ective</i>	<i>Un known</i>	<i>Not Eff ective</i>
<p>Adopt an ordinance with standards for storm water pollution prevention associated with construction activities.</p> <p>Ordinance to include standards for general construction site waste management for construction activities as defined by the General Construction Storm Water Permit</p>	4-1.a	Using the guidance document and model ordinance contained on pages E-84 through E-98 and E-125 through E-131 of Appendix E of the MRSWMP, each Participating Entity will adopt a storm water ordinance revised to be specific to each entity's needs through appropriate governing body procedures			X			
Implement procedures for receipt and consideration of information submitted by the public regarding storm water runoff impacts associated with construction projects.	4-4.a	Use the procedures contained on pages E-30 through E-33 of Appendix E of the MRSWMP to facilitate the receipt of, and the response to, reports from the public of storm water pollution from construction sites.	X			X		

<i>BMP Description</i>	<i>BMP No.</i>	<i>Implementation Plan</i>	<i>Status</i>					
			<i>Im ple men ted</i>	<i>Not Ap pli cable</i>	<i>Mod ified</i>	<i>Eff ective</i>	<i>Un known</i>	<i>Not Eff ective</i>
Implement a permit boundary-wide education program addressing the negative effects on water quality from improperly managed construction site runoff.	4-4.b	<p>Twice per year at construction contractor professional meetings, present an educational program regarding prevention of storm water pollution from construction sites. The program will cover the four guiding principles for controlling runoff from construction sites, which are included in the BMP Guidance Series:</p> <ul style="list-style-type: none"> • Construction site planning • Minimization of soil movement • Capturing of Sediment • Good housekeeping practices <p>At these presentations handouts describing construction site permitting procedures and construction site BMPs will also be distributed.</p>	X			X		

Status of Measurable Goals

<i>BMP No.</i>	<i>Measurable Goal</i>	<i>Completed</i>	<i>Not Completed</i>	<i>Not Applicable</i>	<i>Comments</i>
4-1.a	Date ordinance implemented (implemented within 3 months of permit coverage for all entities except Monterey County, which will implement within 6 months of permit coverage)		X		See comments under the Measurable Goal for BMP 3-4.a
4-4.a	100% of all reports of construction site storm water pollution investigated and report on outcome of each case in the form of “closed”, “ongoing enforcement”, or “still investigating source”.	X			Using existing ordinances and laws, all reports were tracked and followed up on using the procedures described in Appendix E of the MRSWMP.

<i>BMP No.</i>	<i>Measurable Goal</i>	<i>Completed</i>	<i>Not Completed</i>	<i>Not Applicable</i>	<i>Comments</i>
4-4.b	Provide educational programs that reach at least 20 construction firms each year.	X			This Measurable Goal was met by all eight of the co-permittees as a group activity, and is reported on in the body the MRSWMP Annual Report.

The table below, recommended in the SWRCB's guidelines for the preparation of Annual Reports, summarizes the results of construction-related BMPs and Measurable Goals for the current reporting period.

Issue	This Reporting Period	Last Reporting Period	Comments
How many erosion and sediment control plans were reviewed?	N/A	N/A	The Construction Site BMP Guidance Series requirements do not go into effect until the start of permit Year 2 (the next reporting period).
How many construction sites were inspected to determine compliance with your construction storm water requirements?	N/A	N/A	The Construction Site BMP Guidance Series requirements do not go into effect until the start of permit Year 2 (the next reporting period).
At how many construction sites were violations noted?	N/A	N/A	The Construction Site BMP Guidance Series requirements do not go into effect until the start of permit Year 2 (the next reporting period).
At these sites, how many site owners or operators were penalized through a formal enforcement action?	N/A	N/A	The Construction Site BMP Guidance Series requirements do not go into effect until the start of permit Year 2 (the next reporting period).

5. POST-CONSTRUCTION STORM WATER MANAGEMENT

Status of BMPs and Implementation Plans

<i>BMP Description</i>	<i>BMP No.</i>	<i>Implementation Plan</i>	<i>Status</i>					
			<i>Im ple men ted</i>	<i>Not Ap plic able</i>	<i>Mod ified</i>	<i>Ef fect ive</i>	<i>Un known</i>	<i>Not Ef fect ive</i>
<p>Adopt an ordinance with standards for storm water pollution prevention associated with storm water systems installed in new developments and redevelopments.</p> <p>Ordinance to include standards for the design, operation, and maintenance of post-construction storm water pollution prevention systems in new developments and redevelopment.</p>	5-1.a	Using the guidance document and model ordinance contained on pages E-84 through E-98 and E-137 through E-143 of Appendix E of the MRSWMP, each Participating Entity will adopt a storm water ordinance revised to be specific to each entity's needs through appropriate governing body procedures.			X			

Status of Measurable Goals

<i>BMP No.</i>	<i>Measurable Goal</i>	<i>Completed</i>	<i>Not Completed</i>	<i>Not Applicable</i>	<i>Comments</i>
5-1.a	Date ordinance implemented (implemented within 3 months of permit coverage for all entities except Monterey County, which will implement within 6 months of permit coverage)		X		See comments under the Measurable Goal for BMP 3-4.a.

The table below, recommended in the SWRCB's guidelines for the preparation of Annual Reports, summarizes the results of New Development/Redevelopment-related BMPs and Measurable Goals for the current reporting period.

Issue	This Reporting Period	Last Reporting Period	Comments (ex. frequently seen project types, types of BMPs)
How many post-construction plans were reviewed?	N/A	N/A	The New Development and Redevelopment BMP Guidance Series requirements do not go into effect until the start of permit Year 3.
How many plans included post-construction BMPs?	N/A	N/A	The New Development and Redevelopment BMP Guidance Series requirements do not go into effect until the start of permit Year 3.
How many sites were inspected to verify installation of post-construction BMPs?	N/A	N/A	The New Development and Redevelopment BMP Guidance Series requirements do not go into effect until the start of permit Year 3.
How many sites were inspected to verify the proper operation and maintenance of post-construction BMPs?	N/A	N/A	The New Development and Redevelopment BMP Guidance Series requirements do not go into effect until the start of permit Year 3.

6. POLLUTION PREVENTION AND GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

Status of BMPs and Implementation Plans

<i>BMP Description</i>	<i>BMP No.</i>	<i>Implementation Plan</i>	<i>Status</i>					
			<i>Implemented</i>	<i>Not Applicable</i>	<i>Modified</i>	<i>Effective</i>	<i>Unknown</i>	<i>Not Effective</i>
Implement an education and training program for employees (general and then specific to targeted employee groups, including supervisors) about the impacts of storm water pollution from municipal activities and hazardous materials disposal, and how to implement the selected BMPs to reduce these impacts.	6-1.a	Using the training outline and materials contained on pages F-22 through F-34 of Appendix F of the MRSWMP, train appropriate municipal employees (including supervisors) on storm water pollution issues.	X			X		
Inspection program of municipal hazardous materials storage facilities	6-2.a	Promptly correct any hazardous materials inspection deficiencies reported by the County inspectors, who are responsible for all of the hazardous materials inspections in Monterey County. (The inspection forms used by the County are contained on pages E-146 through E-168 of Appendix E of the MRSWMP and indicate the thoroughness that the County's inspections entail.)	X			X		
Implement a program that effectively manages landscaping and lawn care activities to minimize the potential for storm water pollution.	6-4.a	Train municipal staffs to use the procedures contained on pages E-175 through E-176 of Appendix E of the MRSWMP to properly manage landscape and lawn care activities. Offer training to other agencies such as school districts beginning in Year 3.		X				
	6-4.b	Perform spraying during times where rain is not predicted	X			X		

BMP Description	BMP No.	Implementation Plan	Status					
			Implemented	Not Applicable	Modified	Effective	Unknown	Not Effective
Implement procedures to ensure the dechlorination and/or debromination of pool water prior to discharge to the storm water system	6-5.a	Use the procedures contained on pages E-177 through E-179 of in Appendix E of the MRSWMP for the proper disposal of swimming pool water.		X				
Conduct sweeping on a frequent and regular basis and focus sweeping schedule on high impact/dry weather sites	6-6.a	Conduct sweeping on a regular basis in accordance with the programs and plans contained on pages E-180 through E-196 of Appendix E of the MRSWMP.	X			X		
Implement a program to prevent pollutants from automotive activities, such as vehicle fluids, from entering storm drains	6-7.a	Provide designated area for all vehicle maintenance.	X			X		
	6-7.b	Move maintenance and repair activities indoors or under a covered area whenever possible	X			X		
	6-7.d	Stencil all storm drain inlets in corporation yard areas	X			X		
	6-7.e	Using the Vehicle Service Facilities Inspection Checklist contained on pages E-71 through E-77 of Appendix E of the MRSWMP, inspect the MS4's vehicle maintenance facilities annually and correct any deficiencies noted.	X			X		
	6-7.f	Store materials and wastes under cover whenever possible	X			X		
	6-7.g	Train all employees repairing municipal vehicles on proper pollution prevention techniques	X			X		
Implement a program to prevent pollutants from washing municipal vehicles, such as vehicle fluids and phosphate soaps, from entering storm drains.	6-8.a	Training of municipal employees in proper vehicle washing techniques		X				
	6-8.b	Using the vehicle washing portion of the Vehicle Service Facilities Inspection Checklist contained on pages E-75 through E-76 of Appendix E of the MRSWMP, inspect the MS4's vehicle washing facilities annually and correct any deficiencies noted.		X				

BMP Description	BMP No.	Implementation Plan	Status					
			Im ple men ted	Not Ap pli cable	Mod ified	Eff ective	Un known	Not Eff ective
Implement a program of regularly cleaning storm drains and inlets to prevent accumulated pollutants from being discharged with the storm water (See Appendix E of the MRSWMP for a complete discussion of the work to be performed under BMP 6-10	6-10.a	Stencil catch basins and inlets as needed as prevention measure	X			X		
	6-10.b	Inspect catch basins and inlets in the designated "hot spots" listed on page E-199 of Appendix E of the MRSWMP annually prior to rainy season, and clean as necessary	X			X		
	6-10.c	Clean and repair catch basins, inlets and piping as identified through inspections prior to November 1 st annually	X			X		
	6-10.d	Re-inspect identified problem areas of debris accumulation during wet season	X			X		
	6-10.e	Keep documentation of inspections and cleanings	X			X		

Status of Measurable Goals

BMP No.	Measurable Goal	Completed	Not Completed	Not Applicable	Comments
6-1.a	100 % of existing appropriate staff trained by Year 2, then all new employees every year after that. Perform pre- and post-training testing to measure training effectiveness.	X			This training was attended by 9 Public Works staff and supervisors. The training session was put on as a group activity by the eight co-permittees on February 14 and 21, 2007. The trainer, Mr. Robert Ketley, provided a comprehensive training program covering the storm water pollution prevention issues required under this BMP. A description of the training program is contained in the body of the MRSWMP Annual Report document. On August 24, 2007 a second training session, conducted by Elizabeth Krafft, was given to an additional 21 Public Works staff and supervisors. The Powerpoint slides used in that second training session are included at the end of this Appendix.

BMP No.	Measurable Goal	Completed	Not Completed	Not Applicable	Comments
6-2.a	100% of noted deficiencies corrected within 30 days of notification by the County	X			Monterey County Environmental Health inspects County hazardous materials storage facilities on an annual basis. Any deficiencies noted are corrected.
6-4.a	Measures to minimize irrigation runoff, as described in Appendix E of the MRSWMP, applied to 80% or more of the irrigation sites under the jurisdiction's control			X	There are no County parks within the urbanized areas covered by the MRSWMP. Therefore, this BMP is not applicable.
6-4.b	100% of spraying done when rain is not predicted	X			Standard operating procedures were implemented to fulfill this Measurable Goal.
6-5.a	Pool water dechlorinated and/or debrominated prior to discharge to storm drain system 100% of the time			X	There are no County pools within the urbanized areas covered by the MRSWMP. Therefore, this BMP is not applicable.
6-6.a	100% of Sweeping in each MS4 performed in accordance with the MS4's Plan	X			Through July 2007 497 cubic yards of debris was collected. Sweeping schedule and protocols are included at the end of this Appendix.
6-7.a	100% of MS4s have designated area for vehicle maintenance	X			Monterey County fleet maintenance is conducted at the Fleet Management Yard, Salinas, CA.
6-7.b	100% maintenance and repair activities moved indoors or covered area whenever possible	X			Monterey County fleet maintenance yard has several indoor maintenance bays. All maintenance and repair is conducted indoors whenever possible.
6-7.d	100% of storm drain inlets in corporate yard stenciled by end of Year 1 and any new inlets which may be created stenciled immediately after being built. Stenciling redone in Year 5.	X			Storm drain inlets in Laurel Yard were stenciled in Year 1. See photos at the end of this Appendix.
6-7.e	100% of noted deficiencies corrected.	X			Completed facilities check list is shown at the end of this Appendix.
6-7.f	100% of materials stored under cover whenever possible	X			All materials are stored under cover.
6-7.g	This training is included in BMP 6-1.a	X			See comments under the Measurable Goal for BMP 6-1.a.
6-8.a	This training is included in BMP 6-1.a	X			See comments under the Measurable Goal for BMP 6-1.a.

<i>BMP No.</i>	<i>Measurable Goal</i>	<i>Completed</i>	<i>Not Completed</i>	<i>Not Applicable</i>	<i>Comments</i>
6-8.b	100% of noted deficiencies corrected.	X			Vehicles are not washed at the County Maintenance Facility. (There is a rinsing station that does not use soap that is connected to the sanitary sewer.) Coupons for washing county vehicles are available for local authorized commercial carwashes.
6-10.a	Stenciling is covered under BMP 2-2.c	X			See comments under the Measurable Goal for BMP 2-2.c.
6-10.b	100% of “hot spot” catch basins and inlets inspected, and cleaned as necessary, each year prior to start of rainy season	X			Public Works has a storm drain and inlet cleaning procedure. The logs for this activity are maintained by Public Works, and are included at the end of this Appendix.
6-10.c	By November 1 st annually, address cleaning and repair needs of prioritized catch basins, inlets & piping as identified during inspections	X			Public Works has a storm drain and inlet cleaning procedure. The logs for this activity are maintained by Public Works, and are included at the end of this Appendix.
6-10.d	Re-inspect 100% of problem areas	X			Public Works has a storm drain and inlet cleaning procedure. The logs for this activity are maintained by Public Works, and are included at the end of this Appendix.
6-10.e	Documentation kept on file	X			Public Works has a storm drain and inlet cleaning procedure. The logs for this activity are maintained by Public Works, and are included at the end of this Appendix.

E. Certification

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

County of Monterey

Date Signed

To Be Determined

SUPPORTING MATERIALS FOR BMP 2-2.b

The 23rd Annual California Coastal Cleanup Day is

**Saturday, September 15th, 2007
9 AM to Noon**



California Coastal Cleanup Day is the premier volunteer event focused on the marine environment in the country. On this day, 50,000 volunteers turn out to over 700 cleanup sites statewide to conduct what has been hailed by the Guinness Book of World Records as "the largest garbage collection" (1993). Since the program started in 1985, over 750,000 Californians have removed more than 12 million pounds of debris from our state's shorelines and coast. When combined with the International Coastal Cleanup, organized by [The Ocean Conservancy](http://www.oceanconservancy.org) and taking place on the same day, California Coastal Cleanup Day becomes part of one of the largest volunteer events of the year.

Participating in Coastal Cleanup Day is as easy as [1](#), [2](#), [3](#)! Pre-register with the Monterey County coordinator Jill Poudrette at (831) 649-2980 or by email at jpoudrette@parks.ca.gov or www.parks.ca.gov/montereycoastalcleanup. You can also simply show up at any of our drop-in sites listed at <http://www.coastal.ca.gov/publiced/ccd/counties/monterey.html>.

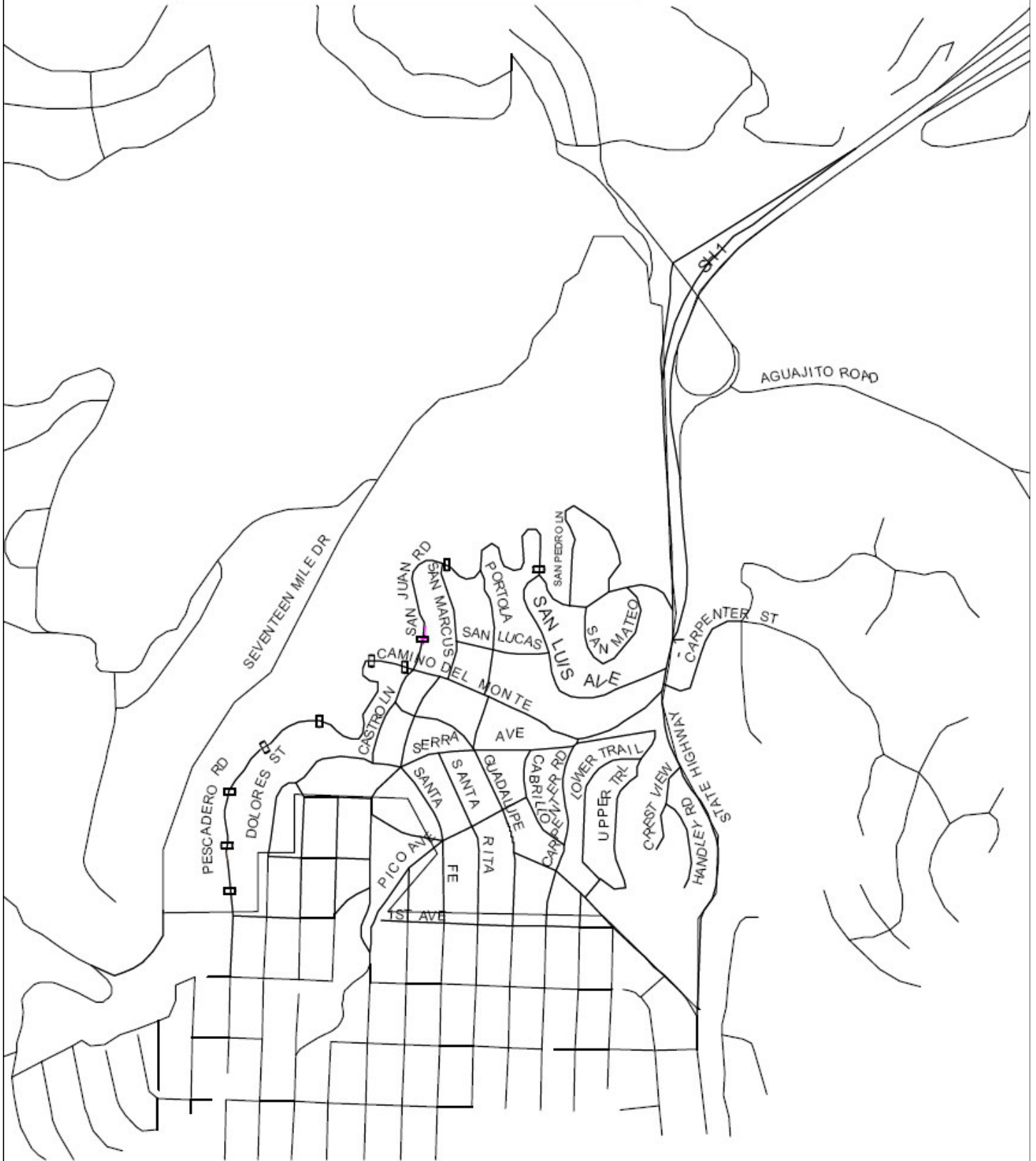
For more information, contact us at (800) COAST-4U or coast4u@coastal.ca.gov. Join us on Saturday, September 15, from 9 a.m. to Noon for the 23rd Annual California Coastal Cleanup Day.

Be part of the solution to marine pollution!

This message is sent as part of the Monterey County's Regional Stormwater Management Plan by Elizabeth Krafft, Monterey County Stormwater Program Manager.

SUPPORTING MATERIALS FOR BMP 3-2.a

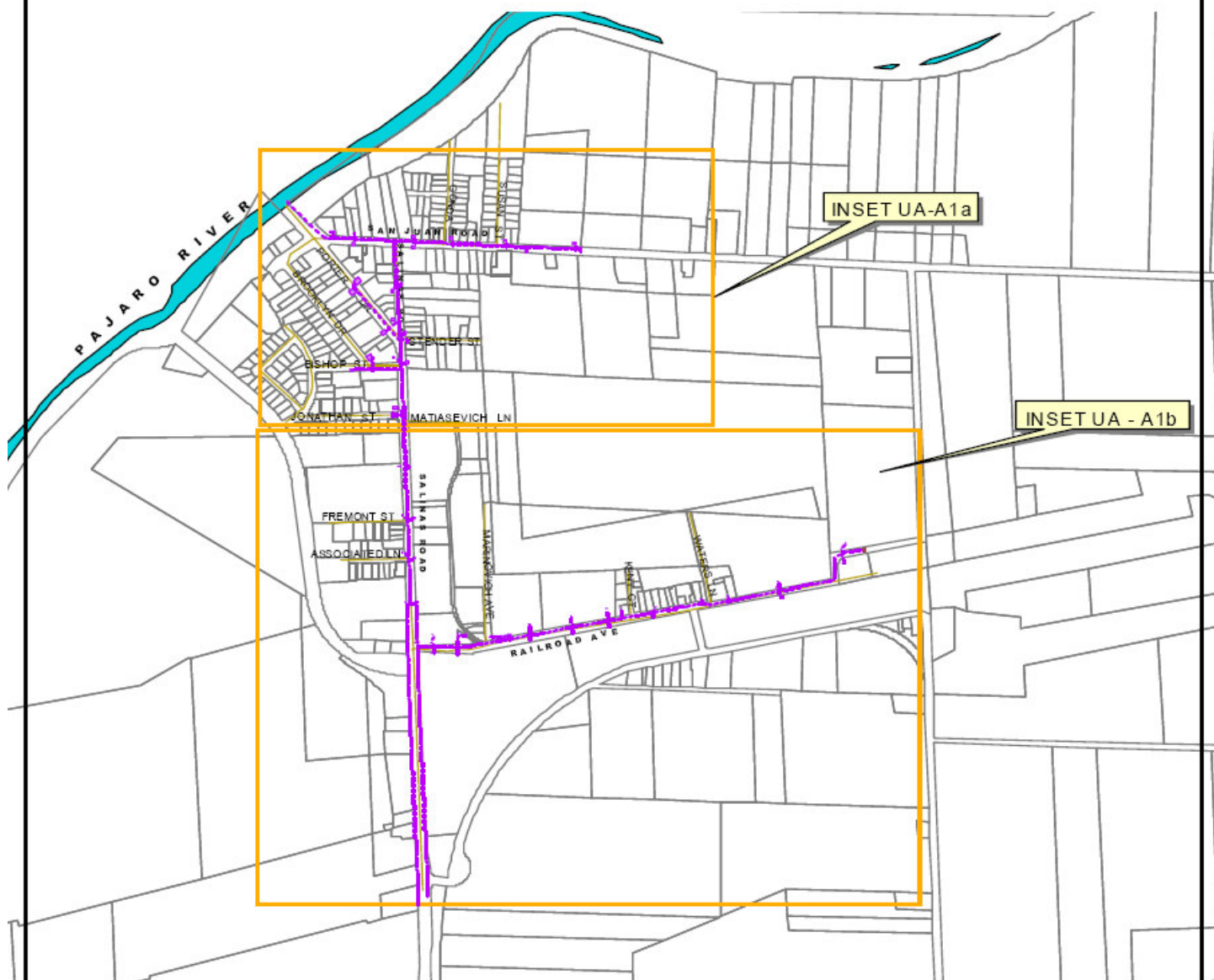
**MONTEREY COUNTY PUBLIC WORKS
URBANIZED AREA-C STORM DRAIN SYSTEMS
CARMEL NORTH AREA
INSET UA-C1c**



PREPARED BY: C. MEDRANO
Updated on: SEPT. 2007

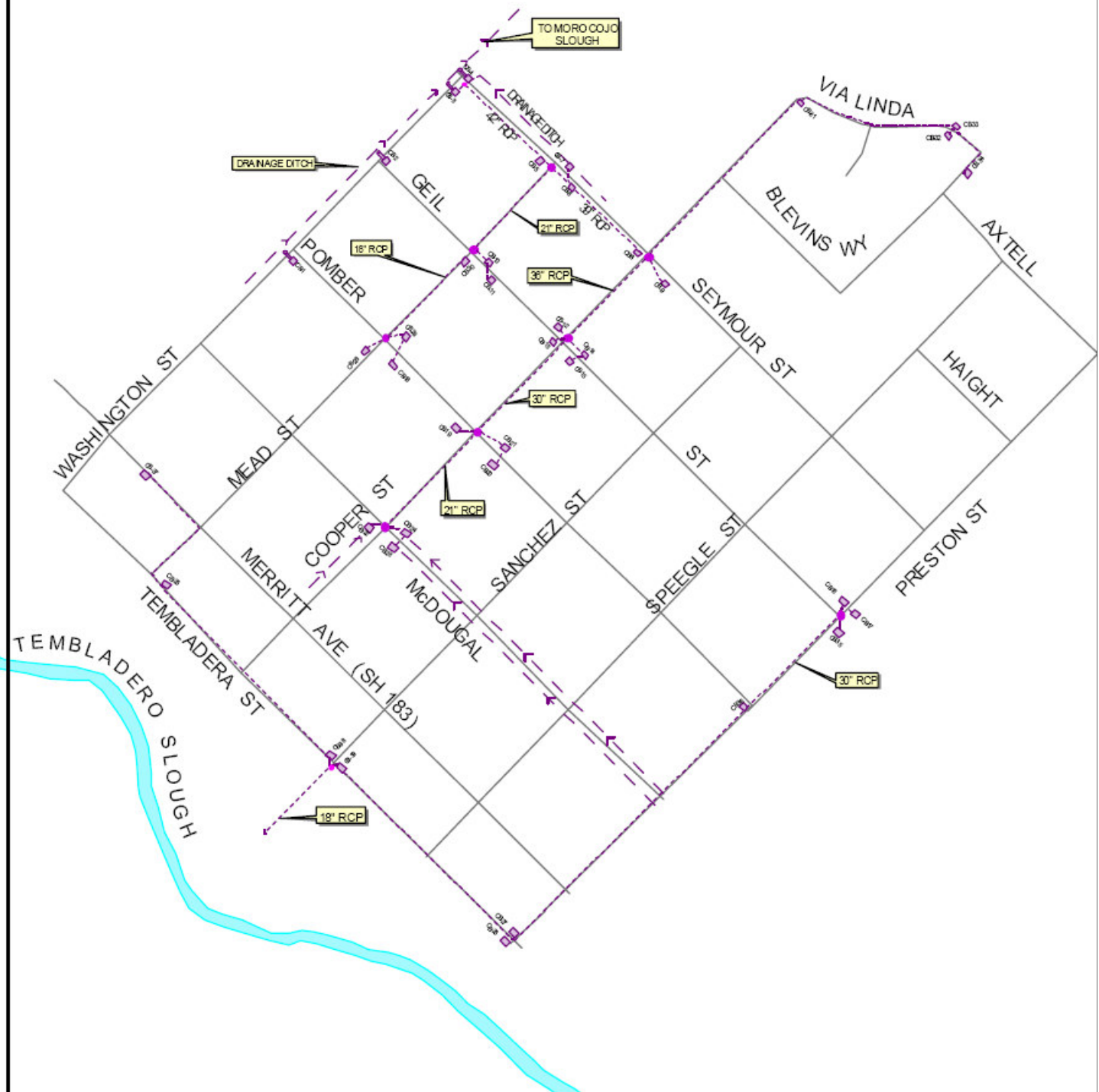


MONTEREY COUNTY PUBLIC WORKS - OPERATIONS
MONTEREY COUNTY URBANIZED AREA - A
PAJARO AREA STORM DRAIN SYSTEMS
INSET UA - A1



PREPARED BY: D. ESTEBAN
DEC. 2003

MONTEREY COUNTY PUBLIC WORKS - OPERATIONS
MONTEREY COUNTY URBANIZED AREA B
CASTROVILLE STORM DRAIN SYSTEMS
INSET UA- B1a-1



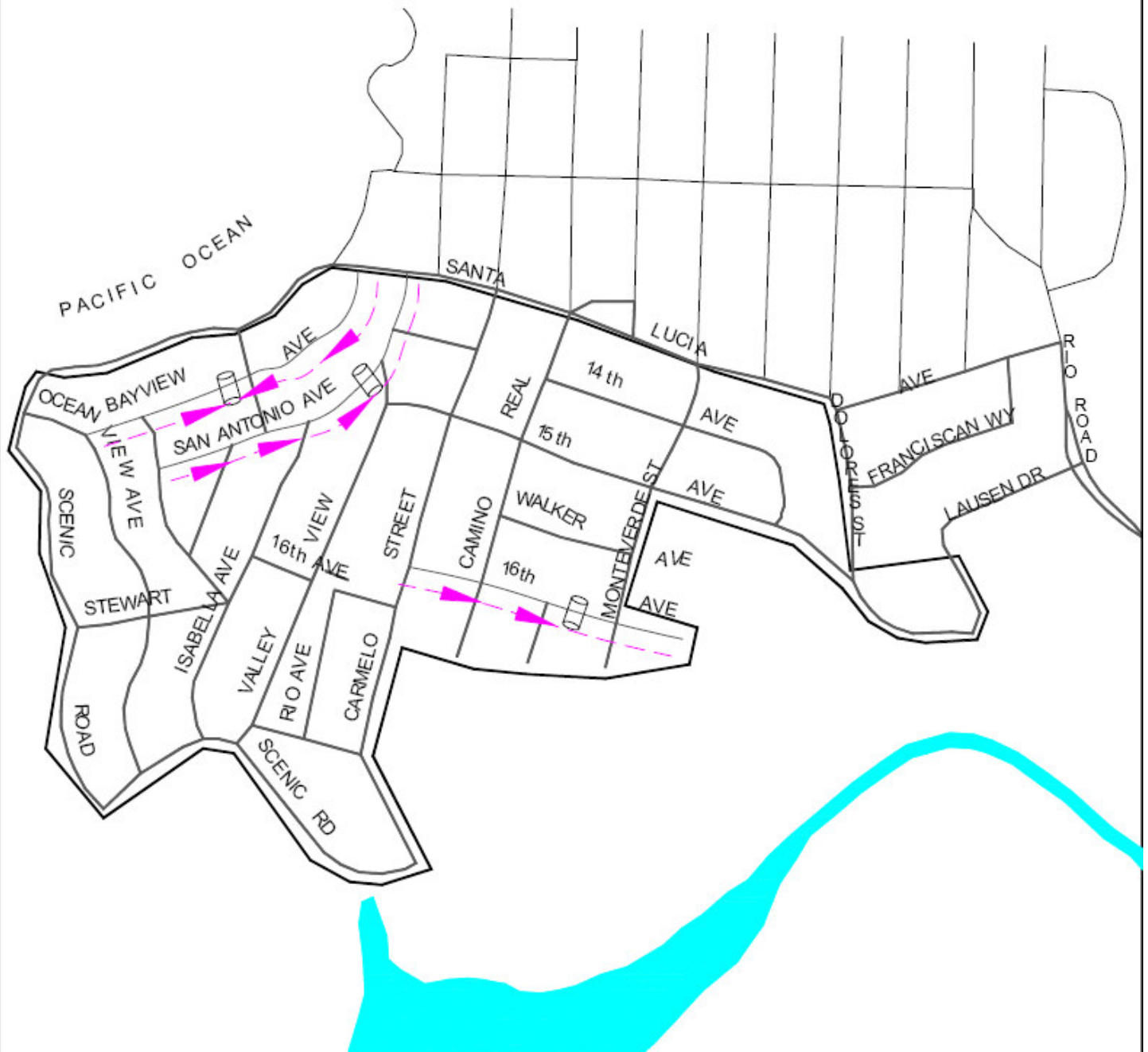
PREPARED BY: D. ESTEBAN
 FEB. 2005

MONTEREY COUNTY PUBLIC WORKS - OPERATIONS
URBANIZED AREA B STORM DRAIN SYSTEMS
INSET UA-B1b-1 OAKHILLS AREA, UNITS 7, 8, & 9
RANCHO BOLSA Y MORO COJO
(Locations of catch basins)



PREPARED BY: D. ESTEBAN
JAN 2006

MONTEREY COUNTY PUBLIC WORKS - OPERATIONS
URBANIZED AREA-C STORM DRAIN SYSTEMS
SOUTH CARMEL SD AREA
INSET UA-C1a



PREPARED BY: C.R. MEDRANO
Updated on: JULY 5, 07

SUPPORTING MATERIALS FOR BMP 6-1.a

Maintenance Mini Workshop



Look Familiar?



In 2003 Almost Every Small City
in the US Was Required to
Obtain an NPDES Stormwater
Permit

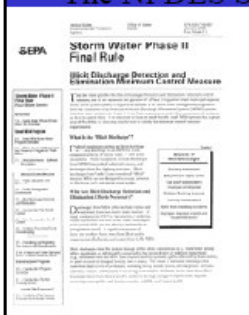


What On Earth is NPDES?



National Pollutant Discharge Elimination System

The NPDES Stormwater Permit



The permit has six elements:

1. Public Education
2. Public Involvement
3. Illicit Discharge Detection / Elimination
4. Construction
5. New Development
6. **General Housekeeping**

Why a "Stormwater" Permit



“Of all the flora and fauna on earth, it is only man that desires or needs rules.” Thomas Clohier

Rule No 1.
Keep All Equipment Clean and Well Maintained



Rule No. 2.
If Rainwater Can't Touch It,
It Isn't Pollution!



So How Does This Apply To
Everyday Stuff?



Get Rid Of Leaking
Containers



Make Good Use Of Secondary
Containment



Make Sure Container Lids Fit Securely



**When Handling Chemicals
Use Caution To Avoid Spills**



**Check Your
Spill Response Kits**



**What About Wrecked/Broken Down
Vehicles?**



**If It's Leaking, Get it Under a
Roof and Collect the Fluids**



**There Are Also Lots of Products
That Will Absorb Oil or
Antifreeze.**



**Don't Leave The Absorbed Spill
On The Floor**



**If A Spill Got Into A Storm Drain
Or Watercourse Call Your Supervisor
Right Away!**



Cleaning Equipment



**Don't Clean Parts or Equipment
Outside**



Covered Washracks.



**So What If The Equipment Can't
Be Moved?**



Do Not Wash The
Pollution Away!



It Will Surface Somewhere and
the Fines Will NOT be Cheap!



Dry Sweep or Wet Vac.
Then Use Absorbents.



Steam and Vacuum Cleaning
For Those Tough Spots



Dispose of the Collected Wastes
Appropriately



So What Should You Do?



Do Not Wash The
Pollution Away!



It Will Surface Somewhere and
the Fines Will NOT be Cheap!



Dry Sweep or Wet Vac.
Then Use Absorbents.



Steam and Vacuum Cleaning
For Those Tough Spots



Dispose of the Collected Wastes
Appropriately



So What Should You Do?



SUPPORTING MATERIALS FOR BMP 6-6.a

**MONTEREY COUNTY PUBLIC WORKS
OPERATIONS SDIVISION**

RECORD OF STREET SWEEPING OPERATIONS

(OPERATIONS METRICS # 7)

OPERATOR: _____ DATE: _____
SIGNATURE: _____ MAINT. DIST. _____ EQPT. # _____

ROADNAME	LIMITS		TIME	ESTIMATED DISTANCE (MI)	ESTIMATED VOLUME (CY)	COMMENTS
	FROM					
	TO					
	FROM					
	TO					
	FROM					
	TO					
	FROM					
	TO					
	FROM					
	TO					
	FROM					
	TO					
	FROM					
	TO					

FOR P.G./V.L./BCL.
BY: CRM

Records of Metrics - Blanks.xls \ METRIC # 7
9/14/2007 \ 11:13 AM

SUPPORTING MATERIALS FOR BMP 6-6.d



SUPPORTING MATERIALS FOR BMP 6-7.e

Compliance Inspection Checklist for Vehicle Service Facilities

Facility Name	Monterey County Fleet Maintenance Yard
Facility Address	Laurel Yard, Salinas, CA
Facility Contact Person	Thomas Abear
Facility Telephone	
Inspector's Name	Elizabeth Krafft
Date of Inspection	August 16, 2007

HOUSEKEEPING	YES	NO	OTHER
Are drip pans used under leaking vehicles to capture fluids?	X		
Are shop floors and other paved surfaces regularly swept, vacuumed, or mopped rather than hosed down?	X		
Are all unnecessary hoses removed to discourage washing down floors and outside paved areas?			
Are all metal filings, dust, and paint chips collected from grinding, shaving, and sanding disposed of properly?	X		
Is all dust from other activities (e.g. brake pad dust) collected and disposed of in compliance with local requirements?	X		
Are cleaning rags recycled through an industrial laundry?	X		
Are storm drain inlets, catch basins, and any storm water treatment systems within the facility boundary inspected and cleaned before October 1 each year?			
Are storm water treatment facilities within the facility boundary being properly maintained?			
Are storm drains labeled with "No Dumping – Discharges to Ocean"	X		
Are vehicles that are received to be parted or scavenged parked on a paved surface and immediately drained of gasoline and other fluids, and are these fluids properly disposed of?		X	For salvage reasons fluids are drained only if there are leaks.
Are drip pans in place to catch leaking fluids?	X		
Are all fluids drained from components, such as engine blocks, which are stored for reuse or reclamation?			N/A engine blocks are not stored
Are these components kept under cover and on a drop pan or sealed floor?			N/A

STORAGE	YES	NO	OTHER
Are hazardous materials and wastes, including waste containers of antifreeze and oil, stored in secondary containment where they are protected from rain and in a way that prevents spills from reaching the sanitary sewer or storm drain?	X		
Are lids kept on waste barrels and containers, and stored indoors or under cover to reduce exposure to rain?	X		
Are all hazardous wastes labeled according to hazardous waste regulations?	X		Monterey County Env. Health completes annual haz. waste inspections at this facility.
Are wastes kept separate to increase waste recycling/disposal options and to reduce costs?	X		
Is waste oil prevented from being mixed with fuel, antifreeze, or chlorinated solvents?	X		
Are all bulk fluids and wastes double contained to prevent accidental discharges to the sewer and storm drain?	X		
Are all storage areas kept clean and dry, so that leaks and spills are detected as soon as possible?	X		
Are new and old batteries stored securely to avoid breakage and acid spills during earthquakes?	X		On racks and sealed.
Are all of the shelves secured to the wall?			
Are all used batteries stored indoors and in plastic trays to contain potential leaks?	X		
Are all old batteries recycled?	X		
SPILL CONTROL (Note: The Best Spill Control is Prevention)	YES	NO	OTHER
Is the spill response plan maintained and kept current, and are all employees trained on the elements of the plan?	X		
Is the distance between waste collection points and storage areas minimized?	X		
Are all solid and liquid wastes contained and covered, especially during transfer?			
Are absorbent materials purchased and maintained in accordance with local regulations and procedures for containment and cleanup of different spills?	X		
Are they easily accessible from anywhere in the shop?	X		
Are the leaks and drips spot cleaned routinely?	X		

Are the floor drains checked to ensure that they are not connected to or discharge to the storm drain system?			No floor drains.
OUTDOOR WASTE RECEPTACLE AREAS	YES	NO	OTHER
Are leaks and drips cleaned routinely to prevent runoff of spillage?	X		
Is the possibility of pollution from outside waste receptacles minimized by doing at least one of the following:			
Using only watertight waste receptacle(s) and keeping the lid(s) closed, or	X		

Grading and paving the waste receptacle area to prevent run-on of storm water, and installing a low containment berm around the waste receptacle area or installing a roof over the waste receptacle area			
EDUCATION AND TRAINING	YES	NO	OTHER
Are all employees trained upon hiring, and annually thereafter on personal safety, chemical management, and proper methods for handling and disposing of waste?	X		Annual refreshers
Do all employees understand storm water discharge prohibitions, wastewater discharge requirements, and these best management practices?	X		Employee training
Are training logs or similar methods used to document training?	X		
Are instructional/informational signs posted around the shop for customers and employees?	X		
Are drains labeled within the facility boundary, by paint/stencil (or equivalent), to indicate whether they flow to an on-site treatment device, directly to the sanitary sewer, or to a storm drain.	X		
Are emergency telephone numbers of the wastewater treatment plant and the fire department posted?		X	Training has been provided. Due to the county phone system the correct emergency number is 9-911

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CHANGING OIL AND OTHER FLUIDS	YES	NO	OTHER
Are vehicle fluids changed, whenever possible, indoors and only on floors constructed of non-porous materials?	X		
Are drip pans used if vehicle fluids must be removed outdoors?	X		
Are spills prevented from reaching the street or storm drain by working over an absorbent mat and covering nearby storm drains, or working in a bermed area? (Note: If necessary, absorbent socks can be used to create a bermed area)	X		
When draining fluids into a drain pan, is a larger drip pan (e.g., 3' x 4') placed under the primary drain pan to catch any spilled fluids?		X	
Are fluids drained from vehicles transferred to a designated waste storage area as soon as possible?	X		
Are drain pans and other open containers of fluids covered and within secondary containment unless they are attended by personnel?	X		
Is antifreeze and waste oil stored separately and recycled, or disposed of as hazardous waste?	X		
CLEANING ENGINES AND PARTS, AND FLUSHING RADIATORS	YES	NO	OTHER
Are discharges from engine cleaning and flushing of radiators prevented from being discharged to the sanitary sewer and storm drains? (Note: A licensed service should be used to haul and recycle or dispose of wastes)	X		
Is steam cleaning of engines done using a closed-loop water recycling system? (Note: No steam cleaning water may be discharged to the sanitary sewer or the storm drain)			N/A
Are specific areas or service bays designated for engine, parts, or radiator cleaning? (Note: Parts should not be washed or rinsed outdoors)	X		
Are self-contained sinks and tanks used when working with solvents, and are sinks and tanks kept covered when not in use?	X		
Are degreasing solvent sinks inspected regularly for leaks, and are necessary repairs made immediately?	X		
Is soldering avoided over drip tanks, and are drippings swept up and recycled or disposed of as hazardous waste?	X		

Are parts rinsed and drained over the solvent sink or tank, so that solvents will not drip or spill onto the floor, and are drip boards or pans used to catch excess solvent solutions and divert them back to a sink or tank?	X		
Are parts allowed to dry over the hot tank, and if rinsing is required, is it performed over the tank as well?	X		

Are parts cleaning solvent solutions and water used in flushing and testing radiators collected and reused, and when reuse is no longer possible, are these solutions disposed of properly?	X		
Are cleaning solutions used for engines or parts prevented from being discharged into the sanitary sewer system without adequate treatment? (Note: Most facilities have these solutions hauled off-site as hazardous waste because of the permits necessary for on-site treatment. Rinse water may only be discharged to the sanitary sewer after adequate treatment and approval by the local wastewater authority. Wastewater from steam cleaning or engine/parts cleaning should never be discharged to a street, gutter, storm drain, or sanitary sewer)	X		

WASHING CARS AND OTHER VEHICLES	YES	NO	OTHER
			Fleet provides coupons for vehicle washing at local authorized commercial car washes.
<i>Regular Activity</i>			
If car washing is a central activity of the business, is the wash water treated and recycled?			N/A
Is a vehicle washing area designated, and are cars and trucks washed only in that area?			N/A
Is the "wash pad" bermed to prevent discharges to storm drains and does it discharge to the sanitary sewer after adequate treatment and approval of the local wastewater authority? (Note: An outside wash pad should be covered, or its area minimized to reduce the amount of rainwater reaching the sanitary sewer. Consult the local wastewater authority for guidance)			N/A
Are acid-based wheel cleaners and other specialized cleaners prohibited, or if not, are they provided proper			N/A

treatment before discharge to the sewer? (<u>Note:</u> Consult the local wastewater authority for guidance)			
<i>Occasional Activity</i>			
If soap is used in washing, is the wash water collected and discharged, preferably with treatment, to the sanitary sewer, and not discharged to a storm drain?			N/A
Is rinse water from spray-on acid-based wheel cleaners prevented from flowing to a street, gutter, or storm drain?			N/A
<i>Washing New Vehicles</i>			
Are storm drains protected from solvents used to remove protective coatings from new cars? (<u>Note:</u> Discharges of these solvents to the sanitary sewer must receive adequate treatment and approval of the local wastewater authority)			N/A
BODY REPAIR AND PAINTING	YES	NO	OTHER
			Fleet does no body repair or painting at this facility.
Whenever possible is body repair and painting work conducted indoors or under cover?			N/A
Are damaged vehicles inspected for leaks when they are received, and are drip pans used if necessary?			N/A
Are hose-off degreasers prohibited from use when cleaning auto body parts before painting? (<u>Note:</u> These should not be used, instead brush off loose debris and use rags to wipe down parts)			N/A
Are dry cleanup methods such as vacuuming or sweeping used to clean up dust from sanding metal or body filler? (<u>Notes:</u> Debris from wet sanding can be allowed to dry overnight on the shop floor, then swept and vacuumed. Liquid from wet sanding should not be discharged to the storm drain)			N/A
Is the use of water to control overspray or dust in the paint booth prohibited unless it is collected and treated before discharge into the sanitary sewer system?			N/A
Are spray guns cleaned in a self-contained cleaner and is the cleaning solution recycled when it becomes too dirty to use? (<u>Note:</u> Never discharge cleaning waste to the sanitary sewer or storm drain)			N/A

FUEL DISPENSING	YES	NO	OTHER
Are fuel dispensing areas maintained using dry cleanup methods such as sweeping for removal of litter and debris, or use of rags and absorbents for leaks and spills? (Note: Fueling areas should never be washed down unless dry cleanup has been done and the wash water is collected and disposed of in the sanitary sewer system)	X		
Are underground storage tanks fitted with spill containment and overfill prevention systems meeting the requirements of Section 2635(b) of Title 23 of the California Code of Regulations?	X		
Except where prohibited by local fire departments are fuel dispensing nozzles fitted with "hold-open latches" (automatic shutoffs)?	X		
Are signs posted at the fuel dispenser or fuel island warning vehicle owners/ operators against "topping off" of vehicle fuel tanks?		X	Signs have been requested.
ACTIONS TAKEN FOLLOWING INSPECTION	YES	NO	COMMENTS
Responsible party requested to correct any deficiencies noted above? (Include date notice was sent)		X	
Site reinspected following corrective action by responsible party? (Include date of reinspection)			
Deficiencies found to be corrected during reinspection?			
Further action taken or necessary following reinspection? (Describe)		X	

SUPPORTING MATERIALS FOR BMP 6-10.b

MONTEREY COUNTY PUBLIC WORKS
OPERATIONS SDIVISION

INSPECTION AND MAINTENANCE RECORD OF CULVERTS

(OPERATIONS METRICS # 5)

CULVERT ID	INSPECTION DATE	INSPECTOR	ROADNAME	MP	DIST.	WORK NEEDED *		ACTION TAKEN **	
						1 or 2	ADDITIONAL NOTES	1 or 2	ADDITIONAL NOTES
						*1- NEEDS REPAIR OR REPLACEMENT		**1 - WORK NEEDS TO BE SCHEDULED	
						*2 - PLUGGED NEEDS CLEANING		**2 - CLEANED / UNPLUGGED	

FOR: P.G. / V.L. / BCL:
BY: CRM

Records of Metrics - Blanks.xls \ METRIC # 5a
9/14/2007 \ 11:14 AM